

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Quality Assurance and Personnel and Program Standards

RECORDER: Peter J. Guerrero

DATE: July 26, 2001

COMMITTEE MEMBERS

PRESENT: Marie Kanne Poulson, Co-Chair, Cheri Schoenborn, Susan Farrell, James Cleveland, Linda Landry, Lois Pastore, Fran Chasen, Brigitte Ammons, Toni Doman, Ken Freedlander and Kris Pilkington

STAFF: Peter J. Guerrero and Virginia Reynolds, WestEd/CPEI

DDS LIAISON: Ken Freedlander

ABSENT: Ruth Cook, Wally Olsen and Julie Woods.

SPECIAL PRESENTATION: Barbara Mitzak, Child Development Division, California Department of Education.

GUESTS: Jan Kearns, Shasta Office of Education and Kari Stewart, WestEd/CPEI.

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introduction and Opening Comments:

The committee was called to order at 2:00PM. In the interest of time and due to our presenter's schedules the review and approval of the May minutes were deferred to later in the agenda although will be presented in this document in the usual order. The members and guests of the Family Support Services Committee joined to participate in the presentation on FRC-N data reporting by Ken Freedlander.

II. Agenda Review:

The proposed agenda was reviewed.

III. Review and Approval of Minutes:

Minutes were reviewed and approved without additions or changes.

IV. Committee Tasks and Activities:

- A) **FRC-N Data Reporting:** A previous QA presentation on FRC data raised questions of relevance and comparability of data across the state's FRCs. FRCs reported concerns about the lack of a uniform system and wanted clarification on how the information was to be used by the lead agency. Many FRCs reported they are doing hand tallying which is very time consuming and which may result in inaccurate collecting and reporting.

Ken Freedlander presented results of data reported to the Department regarding parent and professional contacts. Referral rates to regional centers compared to referral rates to FRCs were also discussed. He provided a brief background on the data collection effort over the last two years reminding the group that it began at the request of the FRCs, not as a requirement of the Department.

The instrument used to collect the data has been revised each year to improve the process.

Third year data is currently emerging and the latest version of the instrument used to collect the data, Annual Data Reporting Instructions and Annual Data Report Table, was provided to those assembled (attached).

Ken's presentation demonstrated that there are indeed differences in the data reported and showed some slides illustrating the point. The presentation was followed by a discussion about:

- Assessing differences between FRCs serving rural and more metropolitan areas
- Refining the inquiry process or script that yields referral source data
- Investigating if there is a relationship between the amount of funding for an FRC and contact and referral rates. Ken shared that there appears to be no correlation at this time and reminded the group that some FRCs have been very resourceful in obtaining supplemental funding which may impact their numbers.
- Whether the referral rate from IDPs to FREs is clean, that is, should IDP and LEA referrals to the FRC be collapsed for counting purposes since the LEA operates the IDP in some areas and parent are unable to distinguish when asked who served them.
- The possibility of individual FRCs using referral source information to improve outreach and public awareness efforts. For example, FRCs may wish to examine referral data to determine if referrals are coming from areas where outreach and public awareness efforts have occurred.
- Using the data collection process to determine if FRC plan objectives have been met.
- How FRCs are asking and does there need to be more uniformity in the inquiry process?
- How does the data collection process vary between FRCs?
- Should there be a "paper trail" for each referral made or received?

Ken informed the group that data is collected, presented to FRCs and made available to the FRCs. FRCs may wish to make changes in the data set and identify areas where technical assistance is needed. He agreed with that the disparity between available software, hardware and technology is reported to be significant. He informed the group that \$47,000.00 has been requested from OSEP to assist in data collection efforts and reiterated the Department's commitment to assist FRCs in this regard.

The QA and FSS Committees reconvened separately at this time. QA then took up its remaining agenda items.

- B) **Child Care Program Standards and Desired Results:** Barbara Mitzik was invited to share with the QAPPS committee information about efforts to develop and set program standards for the child care system. She presented the Desired Results program that resulted from a 4 year advisory process convened by Jane Henderson to develop standards for desired results for Children and Families and then look at the kind of program standards that would be needed to achieve these child and family goals. What developed was the Desired Results concept, a standardized system to align child progress and program standards (See attached Desired Results document dated June 30, 2000 and other materials). The CDE/CDD plans during the next two years to identify exemplary practice items (indicators) from this set of development based standards. Marie Poulson suggested that training and in-service for teachers, LEAs and Regional Centers on the quality child care indicators and indicators of possible special needs requiring early intervention would be beneficial.

Ms. Mitzik, in response to questions regarding applicability to children with disabilities, reported that the project was coordinated with the Standards Access Project under contract with Sonoma State University under the leadership of Ann Kurshner to add special needs considerations.

The committee praised Ms. Mitzik for the excellent presentation and the materials she provided the committee. Marie Poulson reminded the committee how important it will be to assist families with infants and toddlers with special needs in finding quality childcare that may result from the Desired Results program standards profile.

The QA committee is requesting a follow-up presentation with Ms. Mitzik and a representative of the Sonoma State University CIHS Project at its next meeting (September, 2001).

The committee also identified and discussed with Ms. Mitzik the possibility of extrapolating the information pertinent to the 0 to 3 population as a parent informational document. This was identified as a project for QASPPS committee. Staff was requested to present a first draft at the next QA meeting.

- C) **Early Start Mediation and Due Process Report:** Cheri Schoenborn distributed copies of the Early Start Complaints Summary for Trend Analysis, ES Mediation and Due Process Case Status Report, and ES Mediation and Due Process Public Information Reports for July 1 through December 31, 2000 (Attached).

V. **Other:**

- A) A public notice has been distributed announcing a 60 day public hearing period (deadline for input is August 19, 2001) regarding proposed changes in early start policy addressing:
- an expanded and clarified definition of parents and
 - complaint procedures concerning what remedies should be applied when failure to provide appropriate services is identified in complaint investigations.

There is concern that this notice will be construed and distributed as actual changes in regulation. Cheri reminded the group that this is only the first step in a formal process for changes to state regulations coordinated by Ken Freedlander. This was discussed at the last ICC meeting. OSEP required DDS to notify the public of the policy changes as a contingency for receiving the Part C grant funds.

Fran Chasen suggested that the QA Committee addresses other regulatory issues, specifically personnel standards, and advises DDS on these via the ICC. Ken Freedlander agreed that the department would be open to input regarding areas in need of revision other than the two policy areas described above. The process would be to compare state regulations to the federal versions and identify where tightening up is needed. This was identified as an agenda item for the November meeting in San Diego.

- B) Fran revived the issue of the letter of concern regarding SMA rates not being included in the final SDR Report. She also heard, and wanted the QA committee to be aware, that the SDR report stated that only IDA opposed recommendations regarding the SMA rates.
- C) Action Item: The Annual Report - Cheri Schoenborn responded to concerns raised by committee members that the report shared with the ICC did not include statistical data and the graphs used in prior reports. Cheri assured that the final version of the report would include more data and graphics indicating that the version before the ICC for approval was simply the text. It is easier to edit this format as opposed to a camera-ready version. The committee had no comments on the proposed report that will be voted upon by the full committee on Friday.
- D) Action Item: Foster Care Recommendations - No revisions were recommended to the proposed ICC recommendations on foster care document to be voted upon at the full committee on Friday. Marie Poulsen indicated that a "position paper" from the ICC should accompany the document when it is disseminated to the field.
- E) Marie Poulsen informed the group that nominations are being solicited for a "Strategic Planning Group" to be formed by Sonoma State University, the contractor hired to provide technical assistance to the Prop. 10 Commission's Advisory Committee on Diversity. She distributed nomination forms.

VI. Meeting adjourned at 5:05 PM

**INTERAGENCY COORDINATING COUNCIL
QUALITY ASSURANCE, PERSONNEL AND PROGRAM STANDARDS
COMMITTEE**

COMMITTEE AGENDA FOR SEPTEMBER 20, 2001

- I. Introductions and Opening Remarks**
- II. Agenda Review**
- III. Review/Approval of Minutes**
- IV. Committee Tasks and Activities**
 - A. Desired Results Project** – Presentation by representatives of the Child Development Division of the California Department of Education and The California Institute on Human Services of Sonoma State University on incorporating the needs of families with infants and toddlers with disabilities in the Desired Results process for determining Childcare Program Standards.
 - B. Review of draft parent informational document on Childcare Standards** (extrapolated with permission from Program Standards for Center-Based Programs and Family Child Care Home Networks Desired Results for Children and Families, draft dated June 30, 2000).
- V. Other:**
- VI. Adjourn:**